



LOVETTSVILLE TOWN COUNCIL
FISCAL YEAR 2022 BUDGET

SUMMARY OF FY21 ADOPTED AND FY22 DRAFT BUDGETS

	FY 21 ADOPTED BUDGET	FY 22 DRAFT BUDGET
GENERAL FUND OPERATIONS REVENUE		
TOTAL GENERAL GOVERNMENT OPERATIONS REVENUE	1,463,990	1,354,847
TOTALTRANSFER & GRANTS GENERAL FUND OPERATIONS REV	1,150,336	668,000
TOTAL GENERAL GOVERNMENT OPERATIONS REVENUE	2,614,326	2,022,847

GENERAL FUND EXPENSES		
4210 (PERSONNEL SERVICES):	\$684,614.0	\$598,438.0
4220 (CONTRACTUAL SERVICES):	\$323,500.0	\$325,500.0
4225 (TECHNOLOGY SERVICES):	\$53,000.0	\$46,870.0
4230 (REPAIR & MAINTENANCE):	\$36,200.0	\$25,100.0
4240 (PUBLIC WORKS):	\$27,700.0	\$27,700.0
4245 (PARKS):	\$75,100.0	\$39,900.0
4250 (COMMUNICATIONS):	\$9,050.0	\$9,100.0
4260 (INSURANCE):	\$13,250.0	\$13,250.0
4270 (SUPPLIES & ADVERTISING):	\$22,000.0	\$17,000.0
4271 (ACTIVITY SUPPORT):	\$26,700.0	\$29,700.0
4272 (DUES):	\$4,200.0	\$4,200.0
4273 (TRAVEL & TRAINING):	\$14,325.0	\$12,600.0
4274 (REFUNDS):	\$6,000.0	\$3,000.0
4280 (DEBT PAYMENTS):	\$153,406.0	\$167,080.0
GENERA FUND TRANSFER	\$-	\$35,409.0
TOTAL GENERAL FUND OPERATIONS EXPEND (SUBTOTAL)	\$1,449,044.0	\$1,354,847.0
TOTAL GENERAL FND CAPITAL EXPENDITURES	\$1,165,282.0	\$668,000.0
TOTAL GENERAL FND. EXPENDITURES & CAPITAL	\$2,614,326.0	\$ 2,022,847.0

UTILITY FUND OPERATIONS REVENUE		
TOTAL UTILITY FUND OPERATIONS REVENUE	\$1,537,833.0	\$1,519,512.0
TOTAL TRANSFER & GRANT UTILITY FND OPERATIONS REV	\$170,000.0	\$455,000.0
TOTAL UTILITY FUND REVENUE	\$1,707,833.0	\$1,974,512.0

UTILITY FUND EXPENSES		
6210 (PERSONNEL SERVICES)	\$424,683.0	\$446,550.0
6220 (CONTRACTUAL SERVICES)	\$95,250.0	\$112,482.0
6230 (SEWER REPAIR/MAINTENANCE)	\$175,750.0	\$216,250.0
6235 (WATER REPAIR/MAINTENANCE)	\$67,900.0	\$62,300.0
6240 (UTILITIES)	\$66,750.0	\$66,750.0
6250 (COMMUNICATIONS)	\$7,455.0	\$8,800.0
6260 (INSURANCE)	\$22,600.0	\$22,600.0
6270 (VEHICLE AND MISC.)	\$34,600.0	\$31,600.0
6280 (SEWER SUPPLIES & EQUIPMENT)	\$32,500.0	\$33,500.0
6285 (WATER SUPPLIES & EQUIPMENT)	\$27,330.0	\$27,230.0
6390 (TRANSFERS AND MISC. EXPENSES)	\$593,015.0	\$441,350.0
TOTAL UTILITY FD OPERATIONAL EXPEND. (SUBTOTAL)	\$1,547,833.0	\$1,469,412.0
TOTAL UTILITY FND. TRANSFER	\$-	\$50,100.0
TOTAL UTILITY FUND EXPENDITURES	\$1,547,833.0	\$1,519,512.0
TOTAL UTILITY FUND CAPITAL BUDGET	\$160,000.0	\$455,000.0
TOTAL UTILITY FUND OPERATION FND. EXPENDITURES & CAPITAL	\$1,707,833.0	\$1,974,512.0

A PUBLIC HEARING on the proposed Operating and Capital Budget for FY22 will be held on Thursday, March 11, at 7:30 p.m., at which time all interested citizens will be heard. Copies of the Proposed FY22 Budget may be reviewed on the Town's website at www.lovettsvilleva.gov. Pursuant to and in compliance with Town of Lovettsville Ordinance 2020-03-0006 (adopted by the Lovettsville Town Council on March 26, 2020) this meeting will be held electronically. The Town Council and staff will be participating remotely. Members of the public may access and participate in this meeting electronically.

	FY 21 ADOPTED BUDGET	FY 22 DRAFT BUDGET
EVENT FUND OPERATIONS REVENUE		
8000 (LOVE AMERICA REVENUE)	\$500.0	\$1,250.0
8100 (LOVE SUMMER REVENUE	\$7,500.0	\$7,500.0
8200 (OKTOBERFEST REVENUE)	\$232,500.0	\$211,333.0
8300 (LOVE WINTER REVENUE)	\$2,500.0	\$2,500.0
8400 (MAYFEST REVENUE)	\$25,000.0	\$25,000.0
TOTAL EVENT FUND REVENUE	\$268,000.0	\$247,583.0

EVENT FUND EXPENSES		
8010 (LOVE AMERICA EXPENSES)	\$500.0	\$1,250.0
8120 (LOVE SUMMER EXPENSES)	\$7,500.0	\$7,500.0
8230 (OKTOBERFEST EXPENSES)	\$232,500.0	\$211,333.0
8340 (LOVE WINTER EXPENSES)	\$2,500.0	\$2,500.0
8450 (MAYFEST EXPENSES)	\$25,000.0	\$25,000.0
TOTAL EVENT FUND EXPENSES	\$268,000.0	\$247,583.0

GRAND TOTAL GENERAL FUND & UTILITY FUND BUDGET	\$4,590,159.0	\$4,244,942.0
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	Total Outstanding Loans July 1, 2021	FY 22 Debt Service Payment	Debt Ratio Percent	FISCAL POLICY (not to exceed) Percent
General Fund Debt	\$1,431,327	\$168,385	8.32%	15%
Utility Fund Debt	\$2,111,380	\$321,350	16.27%	15%
Total Debt	\$3,542,707	\$489,735	12.25%	15%

TOWN COUNCIL APPROVED FY 22 BUDGET NOT TO EXCEED
SCHEDULE OF FEES

GENERAL FUND	
Taxes:	
Real Estate Tax	\$0.178/\$100 assessment was \$0.184/\$100 (a decrease of 3.3 %)
	Elderly/Disabled Real Estate Tax discount is 100% for qualifying residents
Meals Tax	3% on gross receipts
Cigarette Tax	\$0.46 per pack was \$.40 per pack (15% increase in cigarette tax)
Transient Occupancy Tax	5% of gross receipts
Vehicle License Tax	\$25.00 per car/truck/motorcycle
Town Facilities Use Permit	\$25.00 In Town Rates \$50.00 Out of Town Rates

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Business Licenses:	
Type	Fee/Tax
All Businesses Except gross receipts over \$20,000.00	Fee of \$30.00 for gross receipts up to \$20,000.00 and a Tax of \$0.17/\$100 for Contractors
In-Town Contractors	Fee of \$30.00 for gross receipts up to \$20,000.00 and a Tax of \$0.16/\$100 for gross receipts over \$20,000.00
Out-of-Town Contractors	No charge for work valued under \$25,000.00 annually; Fee of \$30.00 plus a Tax of \$0.16/\$100 for gross receipts over \$25,000.00

Application Fees:		
Type:	Fee:	
Zoning Permit – Minor	\$75	
Zoning Permit – Major	\$150	
Pool Permit (Fence Included)	\$75	
Zoning Determination Letter	\$75	
Demolition Permit	\$0	
Rezoning/Zoning Map Amend.	\$750	* FOR FIRST ACRE + \$250 *FOR EACH ADDITIONAL ACRE
Proffer Amendment	\$500	
Ordinance Amendment	\$150	*
Home Occupancy Permit	\$75	
Zoning Certificate	\$75	
Sign Permit – Permanent (UP TO 3 SIGNS)	\$75	
Sign Permit – Temporary (PER SIGN)	\$25	
Preliminary Plat	\$300	+ \$15 PER LOT
Preliminary Plat Amendment	\$250	
Final Plat	\$500	+ \$25 PER LOT
Final Plat Amendment	\$250	
Boundary Line Adjustment	\$250	
Minor Subdivision Plan/Plat	\$300	+ \$15 PER LOT
Preliminary Site Plan	\$1,000	+\$50 PER ACRE
Final Site Plan	\$1,000	FOR THE FIRST ACRE + \$50 FOR EACH ADDITIONAL ACRE
Preliminary/Final Site Plan	\$1,000	FOR THE FIRST ACRE + \$50 FOR EACH ADDITIONAL ACRE
Conditional Use Permit	\$350	*
Subdivision/Site Plan Exception	\$100	*PER SECTION VARIED
Comprehensive Plan Amendment	\$2,500	
Occupancy Permit	\$75	
Bond Reduction (PER REDUCTION)	\$100	
Bond Release	\$150	
VDOT Street Acceptance	\$150	
Variance/Appeal	\$100	*
Subdivision/Site Plan Engineering & Legal	\$3,000	
Consultant Review Deposit Fee		**
Comprehensive Plan (Document)	\$40	

- Notes:**
- * Additional charges for advertising and/or adjacent property owner notification will be billed to the applicant. (Applicants are responsible for all base fees as well as any engineering or Town Attorney Review Costs)
 - ** As required by Section 30-37 of the Town Code for subdivision construction drawings and development site plans. If actual costs differ from amount deposited, the excess shall be paid by the applicant to the Town or difference refunded to the applicant, as applicable.
 - All civic, charitable, and religious organizations having non-profit status are exempt from application fees.
 - Taxes are authorized by VA Code Title 58.1. Fees are authorized by Code of Virginia §15.2-2241 and §15.2-2286.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS	
Cost for staff time to research and respond to FOIA requests will be based on the hourly rate of the appropriate staff member(s) responding to the request and range from approximately \$20/hour to \$50/hour.	
Other surcharges may include:	
Photocopies	\$0.25 per page (8 ½ x 11)
Documents Printed In-House	\$2.00 per page (Black/White 24” x 36”) \$3.00 per page (Color 24” x 36”) Documents Sent to Printer Due to Volume or Size Actual Cost
Audio CDs and Flash Drives	\$5.00 per copy
For more information, see the Town of Lovettsville Freedom of Information Act Policy, Request Form, and Schedule of Fees.	

UTILITY FUND	
Fees & Charges	
In-Town Water User Rate:	\$9.41 / 1,000 gal. from \$8.96 / 1,000 gallons
In-Town Sewer User Rate:	\$14.94 / 1,000 gal. from \$14.23 / 1,000 gallons
In-Town Sewer Only Customers:	Fixed rate of \$43.68 from \$39.53 Monthly
Out-of-Town Water/Sewer Customers Charged:	150% of In-Town rate
Penalty for Late Payment:	\$10 or 10% (whichever is greater)
Bulk Water Sales:	\$25 / 1,000 gallons, plus \$75 transaction fee
Virginia Department of Health Waterworks Technical Assistance Fund:	Set by VDH
Water Cutoff Charge or Turn On Charge:	\$30
Fire Sprinkler Fee for facilities with a fire sprinkler system connected to Town Water:	\$6.67 / Month
Availability Tap refund processing charge:	\$50.00
Fats, Oils and Grease Permit Fee:	\$25
Flushing Hydrant Maintenance Fee:	\$500 per year
*Town water and sewer user fees have been increased by 5%	

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Water and Sewer Inspection Fees	
Type	Fees
Main Inspection Fee	\$1.90 x linear foot of Water Main + \$2.15 x linear foot of Sewer Main + \$300 for Beneficial Use Inspection + \$300 Final Inspection
Lateral Inspection Fee	\$150 per connection- charged with Zoning Permit for the building
Line Record Drawing Fee	\$1,350 + \$1.25/linear foot of Water Main + \$1.50/linear foot of Sewer Main
Water Modeling Fee	Engineering Reimbursable- cost to update water model to include new water lines and provide required information to VDH for their review and approval; component of Engineering Deposit.
Hydrant Flow Test Fee	\$100 + provide needed testing equipment
Lateral Upgrade Fee	\$100 + Cost of meter (when existing connection upgrades to a larger size meter)

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Deposit for New Water and Sewer Accounts		
Type of Connection	Water	Sewer
Residential (within Town limits)	\$50	\$50
Residential (outside Town limits)	\$100	\$100
Non-Residential	\$100	\$100
Water and Sewer Connection Fees	\$2,205 from \$2,100	\$2,205 from \$2,100

*Water and Sewer connection fees increased by 5%

Availability Fees, Maximum Allowable Usage and Meter Fee				
Meter Size	Max. Allowable Usage (GPD)	Water Availability Fee*	Wastewater Avail. Fee*	Meter Fee
5/8”	500	\$11,721 from \$11,163	\$17,220 from \$16,400	\$250
3/4”	750	\$17,581 from \$16,744	\$25,830 from \$24,600	\$250
1”	1,250	\$29,303 from \$27,908	\$43,049 from \$40,999	Cost of meter + \$20
1-1/2”	2,500	\$58,605 from \$55,814	\$86,099 from \$81,999	Cost of meter + \$20
2”	4,000	\$93,768 from \$89,303	\$137,758 from \$131,198	Cost of meter + \$20
3”	8,000	\$187,535 from \$178,605	\$275,515 from \$262,395	Cost of meter + \$20
4”	12,500	\$293,024 from \$279,070	\$430,492 from \$409,992	Cost of meter + \$20

*Upgrades from a smaller meter size will equal the difference between the new availability fee and the current availability worth of the existing meter size. All fees have been increase by 5% over prior year.

Failure to Upgrade Meter Fines	
First Offense	\$100
Second Offense	\$200
Third Offense	\$300

Water Theft Fines	
First Offense Fine	\$500
Second Offense Fine	\$1,000
Third/Subsequent Offense Fine	\$2,000

Reward for Successful Notification and Capture of Water Theft in Progress	
Town Water and Sewer Account Holders	\$100 Credit
Non-account Holders	\$50 Check

- Notes:
- Fine for Failure to Follow Water Emergency Rules and Regulations: \$500.00 each offense
 - Frye Court Service District Tax (per VA Code §15.2-2400 et seq.): \$0.275 per \$100 of assessed value for taxable real estate (exclusive of improvements)
 - These actions are authorized by the Code of Virginia §15.2-2111 - §15.2-2143 & §15.2-2111 - 15.2-2119
 - \$30.00 bank charge for all returned checks